

## Joint SUN/SCHR Retention and Recruitment Committee

The SUN/SCHR Retention and Recruitment **Professional Development Program (PDP)** was developed by the joint SUN/SCHR Retention and Recruitment committee as an initiative to encourage RNs, RPNs and RN(NP)s in the region to reach their educational goals.

### HISTORY

The committee surveyed the RNs, RPNs, and RN(NP)s within the region to identify the areas of interest and need within our nursing population. Professional Development was identified as a priority by the Region's nurses.

## Professional Development Program (PDP) Amounts

Through the SUN/Government/SCHR Retention and Recruitment partnership committee has approved funding for continuing nursing education for individual SUN members employed by SCHR as of January 2011 and Continuing nursing education in-house for groups for a total of \$100,000.

The monies will be made available in smaller amounts for less intensive programs (example: speciality programs, conferences) and/or larger amounts for major programs (example: Dialysis, OR training).

SUN Members who meet the criteria can access funds from May 1, 2011, up to the depletion of the funds.

## Application Criteria and Process:

1. Applicant must be an employee of the Sun Country Health Region (as of January 2011).
2. Must be a SUN member and one of the following: RN, RPN, or RN(NP).
3. Funds can be used for tuition/registration fees, travel, meals and accommodations, books/materials.
4. Funds can not be used for wages.
5. PDP application must be submitted to Retention & Recruitment sub-committee for approval via the Mentorship & Clinical/Education Coordinator (Weyburn). Once approved by sub-committee, request will be forwarded to the appropriate Director/Manager with a copy to the applicant.
6. Written proposals for ideas for in-house continuing Nursing Education should be submitted to the Retention & Recruitment committee via the Mentorship & Clinical/Education Coordinator or designate will look into possibility of arranging in-house courses (i.e. TNCC, ECG interpretation) and report back to the committee.
7. Leave request form must be submitted to appropriate Director/Manager for approval.
8. Submission of signed *original* receipts for tuition/registration fees, travel and/or books/materials must be produced before funds are dispersed.
9. Applicants will be asked to complete and evaluation form after accessing funds.
10. Applicant may be asked to provide in-service for co-workers after attending continuing education course.



## Professional Development Program



Saskatchewan Ministry of Health



***"Leaders in Rural Health Excellence"***



## Application for SUN/SCHR Retention & Recruitment Professional Development Program

For HR use only:

Applicant Name : \_\_\_\_\_ Classification – Please √: RN \_\_\_ RPN \_\_\_ RN(NP) \_\_\_

Facility: \_\_\_\_\_ Unit: \_\_\_\_\_ Please select which category of Bursary you are applying for:

Type of Professional Development	Examples of Professional Development	Please Check √:
Category 1: Up to \$2,000 <i>Accessible one time only</i>	Certificate program (Dialysis, OR Training, etc), tuition fees, bridging program?	
Category 2: Up to \$800 <i>Accessible 1x per calendar year</i>	Continuing education program, conferences, travel, textbooks, registration fees, books/material, etc	

Name of the course or program: \_\_\_\_\_ What is the commencement date of the course/program \_\_\_\_\_

Please describe the program (May include additional information if needed): \_\_\_\_\_

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Please outline why this program will benefit your career and unit: \_\_\_\_\_

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Would you be willing to share some of the professional development education you learned back to your unit after you are finished your course/program? Yes \_\_\_ No \_\_\_ Not applicable \_\_\_

*An evaluation form is also mandatory after funds have been accessed – please **initial here** as you have read this, understood it and are willing to do (thanking you in advance):* \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your completed and signed form to:  
Kimberly Balog, Mentorship & Clinical/Education Coordinator  
Human Resources – Recruitment & Retention  
Box 2003, Weyburn, SK S4H 2Z9 or via fax to 306-842-8740